

Indiana County District Attorney's Office
Office Manager/Victim Witness Coordinator

COMPENSATION: Base salary \$45,240/year

BENEFITS: Benefits include retirement, health and vision, life, paid time off

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

This position is responsible for normal office manager duties such as payroll, obtaining supplies, organizing events, financial responsibilities in the office and more as explained in the essential job functions. This position is also responsible for obtaining the discovery in each criminal case for the DA office and providing a copy to the defense attorneys in each criminal case. Victim services provides a broad array of services to victims, witnesses, and victim's family members according to the guidelines under the RASA (Rights and Services Act) Grant PCCD Program.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

- Ability to carry out assignments requiring the organization of material and development of procedures.
- Ability to work well with various law enforcement agencies, businesses and individual citizens.
- Must be able to pay close attention to details and concentrate on work.

Interested candidates should send resume to:

Melissa Miller, HR Director
825 Philadelphia Street
Indiana, PA 15701
mmiller@indianacountypa.gov